

**CERTIFIED PERSONNEL
JOB DESCRIPTION**

POSITION TITLE: Secretary – Staff and Student Services

QUALIFICATIONS: Shall have the ability to communicate with public and staff.
Shall communicate effectively both orally and in writing.
Shall have a high school diploma or GED (college preferred).

REPORTS TO: Director, Staff and Student Services

PHYSICAL QUALIFICATIONS: Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.

GENERAL DUTIES: Shall provide secretarial assistance to the Director of Staff and Student Services.
Shall maintain accurate working knowledge of special education regulations and procedures.
Shall have a willingness to cooperate with the public and staff.
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Shall answer and screen all telephone calls relative to office and refer all other calls to the proper departments.
Shall handle all correspondence, report forms, agendas, minutes and other materials relative to the Director's duties.
Shall assist in preparing all local, state and federal grant applications and reports.
Shall monitor all budgets and maintain daily balances on funds for all programs.
Shall file and maintain accurate Due Process folders on all special education students.
Shall maintain an accurate tracking system on special education students.
Shall maintain inventory of supplies and materials.
Shall work as a liaison between parents, staff and coordinators.
Shall work as a liaison for Medicaid billing.
Shall attend workshops and meetings relative to IDEA and other programs as assigned by the Director.
Shall perform other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: 260 days (8 hours per day)

SALARY: Commensurate with the Ashland Independent Schools Classified Salary Schedule (Stipend \$10,000.00 for Medicaid).

Updated: 5/23/16